

Part 1

Chief Clerk

HR1-4-101 Appointment of chief clerk.

The speaker or speaker-elect of the House shall appoint a person to serve as chief clerk of the Utah House of Representatives.

HR1-4-102 Duties of the chief clerk.

The general duties of the chief clerk are to:

- (1) act as chief administrative officer of the House, subject to direction by the speaker of the House;
- (2) certify and transmit legislation to the Senate and inform the Senate of all House action;
- (3) assist in the preparation of the House Journal and certify it as an accurate reflection of House action;
- (4) make the following technical corrections to legislation either before or following final passage:
 - (a) correct the spelling of words;
 - (b) correct the erroneous division and hyphenation of words;
 - (c) correct mistakes in numbering sections and their references;
 - (d) capitalize words or change capitalized words to lower case;
 - (e) change numbers from words to figures or from figures to words; and
 - (f) underscore or remove underscoring in legislation without a motion to amend;
- (5) modify the long title of a piece of legislation to ensure that the long title accurately reflects any changes to the legislation made by amendment or substitute;
- (6) supervise all House of Representatives' non-partisan personnel during a session and assign them duties and responsibilities;
- (7) keep a record of the attendance of each in-session employee and ensure that each in-session employee is paid only for hours worked;
- (8) be the custodian of all official documents;
- (9) receive all numbered legislation from the Office of Legislative Research and General Counsel;
- (10) record the number, title, sponsor, each action, and final disposition of each piece of legislation on the legislation;
- (11) prepare and distribute the daily order of business each day;
- (12) advise the speaker on parliamentary procedure, constitutional requirements, and Joint and House Rules;
- (13) assist with amendments to legislation;
- (14) record votes and present the results to the speaker;
- (15) transmit all enrolled House bills and House concurrent resolutions to the governor;
- (16) approve material for placement on the representatives' desks if a representative has authorized that distribution;
- (17) maintain all calendars for the House floor; and
- (18) record the votes of any member who is present in the House chamber who requests assistance of the chief clerk.